

DRAFT RECLAMATION MANUAL RELEASE

Comments on this draft release must be submitted to rrizzi@do.usbr.gov by August 13, 2007.

Background and Purpose of the Following Draft Directive and Standard (D&S)

The goal of preparing this new D&S document and providing stakeholders with the opportunity to comment on it in draft form is to establish restrictions on the use of certain data the Bureau of Reclamation obtains from the United States Department of Agriculture's Farm Service Agency (FSA). These restrictions result from the terms of a 2006 Memorandum of Understanding between Reclamation and FSA.

In summary, only aggregated data from FSA can be provided to non-Reclamation individuals or entities. Non-aggregated FSA data is considered to be "For Official Use Only." Only the specified Reclamation office will actually obtain the data from FSA.

The Reclamation Manual is used to clarify program responsibility and authority and to document Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

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PEC 08-01

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Directives and Standards

Subject: Restrictions on Usage and Distribution of United States Department of Agriculture (USDA) Farm Service Agency (FSA) Common Land Unit Graphic and Compliance Tabular Data

Purpose: Establishes restrictions on the use of certain data obtained from the FSA. The benefit of this Directive and Standard (D&S) is to ensure that all Bureau of Reclamation staff understand the restrictions on the use of the subject data so Reclamation will not violate the Memorandum of Understanding with USDA. As such, this D&S will help ensure continued access to the subject data rather than Reclamation having to implement its own data collection activities.

Authority: May 12, 2006, Memorandum of Understanding between Reclamation, Department of the Interior, and the FSA, USDA.

Approving Official: Director, Office of Program and Policy Services

Contact: Office of Program and Policy Services, Land Resources Office, 84-53000

1. **Purpose.** Pursuant to the Memorandum of Understanding between Reclamation and the FSA permitting Reclamation usage of common land unit (CLU) data, the use and distribution of data must be restricted. This D&S establishes the restrictions to be observed.
2. **Definitions.** For the purposes of this D&S, the following terms apply:
 - A. **Aggregated Data.** Data compiled and reported in such a way that the reader cannot determine (1) who owns individual farms or tracts, (2) the acreage and/or types of crops grown on individual farms or tracts, or (3) the irrigation status of individual farms or tracts. A tabular summary of crops grown in an irrigation project is an example of aggregated data, unless for instance, a certain crop is only grown on a single farm or tract in the project area. In that case, the crop acreage is not reported for that farm or tract and would be deleted from the table.
 - B. **Attribute Data.** Tabular data attributed to graphic representations of field boundaries such as crops grown, acreages, and irrigation status.
 - C. **Compliance Data.** Tabular digital or hardcopy data provided to Reclamation by FSA that contains, but is not limited to, data fields giving crop and irrigation status information.

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- D. **Disaggregated Data.** Synonymous with raw data.
 - E. **Graphic Data.** The digital or analog representation of field boundaries. Also called vector data or CLU data.
 - F. **Raw Data.** Broadly, any FSA data provided under the May 12, 2006, Memorandum of Understanding, with or without tract, field, farm identification information, which can be used to determine land ownership, individual farm cropping, acreage, or irrigation usage. Raw data includes, but is not restricted to, the data contained in a compliance database. Raw data will also include geographic information system digital FSA CLU data as it appears on the computer screen or printed as hardcopy maps which show FSA attribute information for individual CLUs. For instance, a color-coded map showing crop types on fields is considered raw data. Finally, raw data includes hardcopy printouts of tabular FSA CLU data.
 - G. **Tabular Data.** Digital or hardcopy data in a data matrix of rows and columns.
3. **Legitimate Uses of FSA CLU Data.**
- A. FSA CLU data is authorized to be used in any legitimate Reclamation study or activity. Reclamation staff may use both raw and aggregated data in furtherance of legitimate activity in support of Reclamation's mission. Such studies or work includes planning, crop censuses, ability-to-pay studies, answering Congressional queries, and supporting water operations.
 - B. FSA CLU data is considered to be "For Official Use Only" (FOUO). As such, the requirements of Directives and Standards IRM 02-02 and SLE 02-01 are applicable to all such data. All staff receiving or using FSA CLU data are responsible for ensuring compliance with the requirements of FOUO.
 - C. Only in an aggregated form can FSA CLU data be transmitted to non-Reclamation personnel or entities, other than to an authorized contractor whose services have been acquired by Reclamation.
4. **Excluded Uses of FSA CLU Data.**
- A. Reclamation cannot provide FSA CLU data for any non-Reclamation activity and cannot transmit FSA CLU data in its raw or disaggregated form to any non-Reclamation personnel or entity, other than to an authorized contractor whose services have been acquired by Reclamation.

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- B. Reclamation cannot allow FSA CLU raw data to be viewed by non-Reclamation personnel or entities, other than to an authorized contractor whose services have been acquired by Reclamation.
- 5. **FSA CLU Data Accuracy and Quality.** Reclamation cannot guarantee the positional accuracy of FSA CLU data graphic representations, the currency of the graphic or attribute data, or the attribute accuracy of the compliance data. Users of FSA CLU data assume all risks involved in the use of these data and Reclamation assumes no liabilities.
 - A. The following disclaimer is to be included with all FSA CLU data—"Users of FSA CLU data assume all risks involved in the use of these data and Reclamation assumes no liabilities."
- 6. **Mode of Access.** FSA CLU data will be available through the Reclamation Intranet. Data users will contact the Remote Sensing and Geographic Information Office in the Technical Service Center (86-68260) with a list of counties for which they want FSA CLU data. Data and metadata will be delivered to the user over the web.
- 7. **Cost of Processing FSA CLU Data.** The data will be processed at the cost of 1 staff day for each increment of 5 counties, i.e. 1 staff day for 1 to 5 counties, 2 staff days for 6 to 10 counties, 3 staff days for 11 to 15 counties, and so on.
- 8. **FSA CLU Data Security.** Users of FSA CLU data agree to maintain the data in digital or hardcopy form in a secure environment where it will not be viewable by non-Reclamation staff or entities, other than to an authorized contractor whose services have been acquired by Reclamation.
- 9. **Acceptance of FSA CLU Data.** Acceptance of FSA CLU data constitutes acceptance of the rules for use and distribution. In addition, the restrictions listed in this D&S will be set forth in the metadata provided with the delivered FSA CLU data.